



# Updating The DOTD Internet Web Site

**An Illustrated Guide To  
Maintaining The Content  
of DOTD Web Pages**



## Table of Contents

<b>I – Security Model .....</b>	<b>2</b>
<b>II – Web Page Components .....</b>	<b>3</b>
<b>III – Sign In .....</b>	<b>5</b>
<b>IV – Help .....</b>	<b>6</b>
<b>V – Navigation .....</b>	<b>7</b>
<b>VI – Page Functions .....</b>	<b>8</b>
Creating A New Page .....	8
Publishing A Page.....	9
Updating An Existing Page .....	11
Updating A Document Library .....	12
Adding A Single Document .....	12
Adding Multiple Documents .....	13
Deleting A Document .....	14
Using Images On A Page .....	15
Adding an Image To A Page .....	15
Formatting Text Around An Image .....	17
<b>VII – Tips and Tricks .....</b>	<b>18</b>
Draft Check.....	18

# **I. Security Model**

The DOTD external web site is composed of several areas. The three largest areas of DOTD's public facing web site are Bid Letting, MyDOTD and SharePoint. This manual focuses on the SharePoint component only.

The Public Information section is the "owner" of the entire site, and, therefore has approve/deny rights on all content. While Public Information is the owner of the site, individual sections are responsible for their own content. See PPM 51 section on Internet Postings.

The Secretary's Office is maintaining a list of all individuals responsible to posting content to the DOTD Intranet and Internet web sites. Individuals wanting to be added to this list must have approval from their Section Head, Division Head and the Secretary's Office. Individuals on this list will be trained and then added to the Security components for the application(s) or web server(s).

Each site will have an "Owner" group. Members of the Owners Group will have the ability to add, update and delete pages, images, documents and document libraries. Owners must initiate and complete their own "Publishing" work flow for page content updates in order for this content to be visible on the web site.

Sites will have an optional group called "Contributors", members of this group have limited permissions, compared to Owners, but, can update pages, add documents to document libraries and images to image libraries. Contributors must initiate the publishing work flow which is completed by anyone in the Owners Group.

## II. Web Page Components.

Figure 1 illustrates the basic components that you'll encounter when updating most web pages.

The screenshot shows the LaDOTD website with several components highlighted by dashed lines and labels:

- Tool Bar** (Will appear once you've signed in): Located at the top left, containing links like Site Actions, Browse, Page, and Publish.
- Bread crumbs / Navigation** (You cannot edit this portion of the page): Located at the top center, showing the current page's location within the site hierarchy.
- Employee Portal** (For Signing In): Located at the top right, with a link to the Employee Portal.
- Status Box** (This box appears when the page has unpublished changes): Located on the left side, showing the status of the page (e.g., Checked out, Publication Start Date).
- Navigation Menu Items**: Located on the left side, showing a list of links for various sections like Home, Inside LaDOTD, Divisions, etc.
- Content area of Page** (This is the area of the page where you can insert text, images or web parts): The main body of the page, containing text, images, and tables.
- Web Parts**:
  - (This web part is a Document Library)**: A table listing documents for download, including Authorized\_Dealer\_Certification, DOA\_Assignment\_of\_Contract\_Form, etc.
  - (This web part is a Contacts List)**: A table listing contacts, including Carla Parent and Charlotte Garrison.

The main content area includes a section titled "Highways" with a definition and a photo of a highway. Below this is a section titled "Official Documents For Download" with a table of documents. At the bottom is a "Contacts" table.

Type	Name	Modified	File Size
	<a href="#">Authorized_Dealer_Certification</a>	12/12/2013 11:22 AM	27 KB
	<a href="#">DOA_Assignment_of_Contract_Form</a>	12/12/2013 11:23 AM	51 KB
	<a href="#">DOA_Assignment_of_Proceeds_of_Contract_Form</a>	12/12/2013 11:23 AM	83 KB
	<a href="#">DOA_Corporate_Name_Change_Agreement_Form</a>	12/12/2013 11:23 AM	229 KB
	<a href="#">DOA_Multi-Location_Assignment_of_Contract_Form</a>	12/12/2013 11:24 AM	528 KB
	<a href="#">DOTD_Assignment_Of_Contract_Form</a>	12/12/2013 11:24 AM	9 KB
	<a href="#">DOTD_Assignment_of_Proceed_of_Contract_Form</a>	12/12/2013 11:24 AM	9 KB
	<a href="#">DOTD_Corporate_Name-Change_Agreement</a>	12/12/2013 11:24 AM	148 KB

Name	Phone	Title
CARLA PARENT	225-379-1444	DOTD Procurement Director, CPPB
CHARLOTTE GARRISON	225-379-1462	DOTD Assistant Procurement Director, CPPB

( Fig 1 – Basic Web Page Components )

<b>Web Page Components</b>	
Bread Crumbs	A navigational aid on each web page. These allow the user to keep track of their location on the DOTD web site.
Content Area	The area of a web page that a user can update with text, images and/or web parts.
Employee Portal	The method of signing into the external website with your domain credentials.
Navigation Menu Items	Links to pages and/or other sites that appear on the left hand side of the page.
Status Box	This box is used to display status messages pertaining to the current web page. These messages, for example, can indicate if a web page is checked out for editing (by you or others), or pending approval for final publishing.
Tool Bar	The dark blue bar that appears at the top of the web page after you sign in. The options that appear there depend on your credentials and the web page that you are viewing.
Web Part	A component on a web page. A Web Part may display your calendar, task list or a shared documents library. There are other types of Web Parts that show components like an Excel spreadsheet. You can combine and configure several Web Parts on a single page to show various components on your site.

### III. Sign-In

Before you make any changes to a web page or web site, you must first ***“Sign In”***.

- Do a “mouse-over” on the text “Employee Portal” in the upper right hand corner of the screen (Fig 2).
- The text “Sign-In/Out” should appear (Fig 3), click on it.
- If you are prompted for your credentials, enter the credentials that you use to log-in to your computer every day.

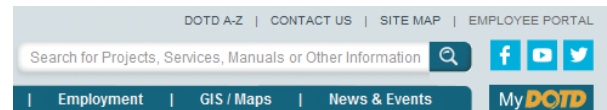
**Note:**

- If you are not on DOTD premises, you will be prompted for your credentials.

Once you’ve successfully signed in, a dark blue bar will appear at the top of the screen. This blue bar will contain the actions that can be performed on a given page, depending on your level of security.

**Note:**

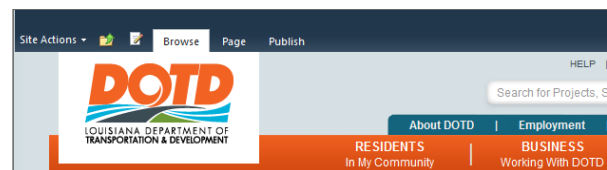
- If you have security access to update a page, at minimum - the words “Site Actions” should appear in the blue bar (Fig 4).
- Otherwise, the options in Fig 5 will appear.



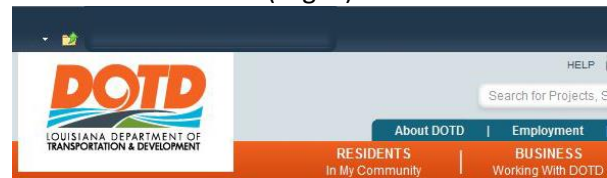
( Fig 2 )



( Fig 3 )

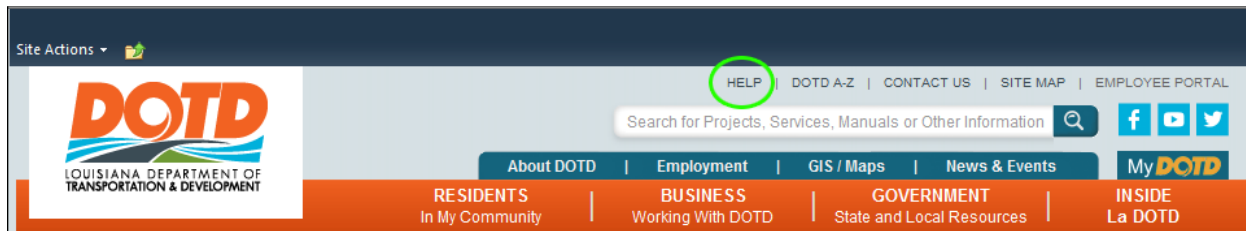


( Fig 4 )



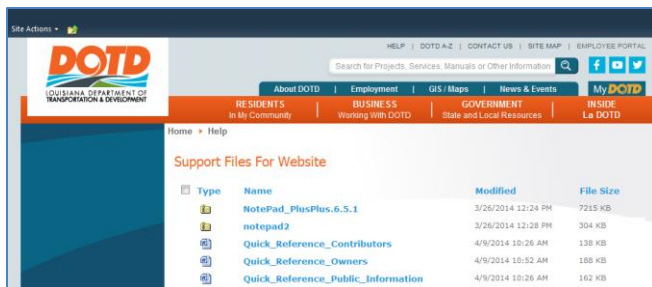
( Fig 5 )

## IV. Help



( Fig 6 )

The documentation shown here is also available on-line. After you sign-in (Section III), a “HELP” hyperlink will appear at the top of the page – highlighted in “green” in Fig 6.



( Fig 7 )

After clicking on the “Help” link in Figure 1, the page shown in Figure 7 will appear. This page is periodically updated with links to tools and other instructional material to assist you in your role of updating a web page.

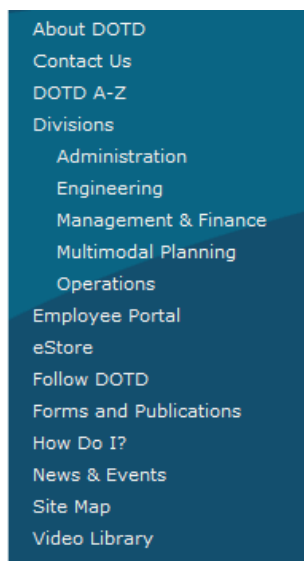


## V. Navigation

All DOTD Internet web pages have multiple components to enable a user to navigate to specific areas of the web site. At the top of every page is a top-level site menu ( Fig 8 ). Clicking on any of these 8 items will direct you to that particular sub-site. Additionally, depending on the menu item clicked, another navigational menu will appear on the left-hand side of the web page showing the additional sub-sites available for that menu item ( Fig 9 ).



( Fig 8 )



( Fig 9 )



( Fig 10 )

The example menu in Figure 9 shows the available sub-sites when the “Inside La DOTD” menu option is clicked.

Note that when clicking a sub-site, a similar menu of sites below the sub-site (if any) are also displayed in the Navigational Menu. The example menu in Figure 10 shows the sub-sites available when the “Administration” menu in Figure 9 is clicked.

Also, highlighted in “green” in Figure 11, are bread crumbs that appear on every page of the site. These items illustrate where you are on the DOTD web site. This information is useful if you need to direct others to a particular web page in an email, service ticket or telephone conversation.



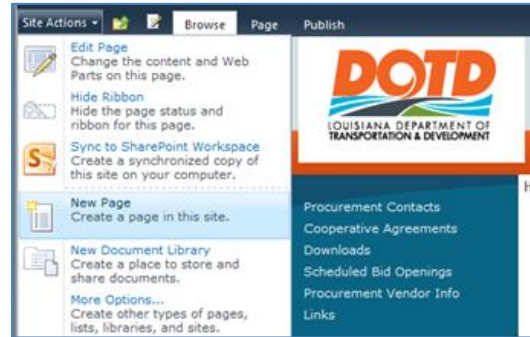
( Fig 11 )



## VI. Page Functions

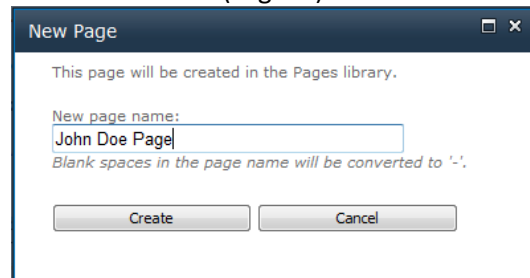
### Creating A New Page (Owner Only)

- Click on “Site Actions” in the tool bar.
- Click on “New Page” ( Fig 12 ).



( Fig 12 )

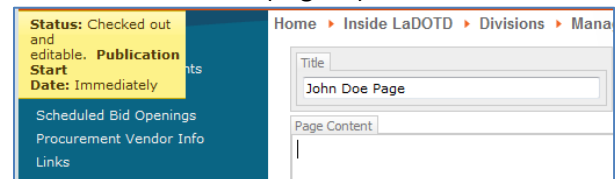
- Enter the title for the page ( Fig 13 ).
- Click “Create”.



( Fig 13 )

Note the following:

- By default, the page name is used for the Title of the page. The Title should reflect the content of the page. The title of the page is what is displayed in the title bar or tab of the browser when a client is viewing this web page. The title also appears in the Left-Navigation Bar.
- This page will be in “draft” mode until it is published (see “Publishing A Page”). The “yellow” box will appear in the upper left hand corner of the page to indicate that you have this page checked out for editing ( Fig 14 ).

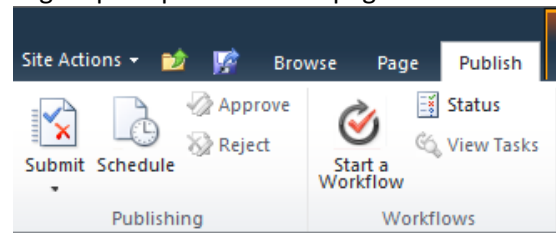


( Fig 14 )

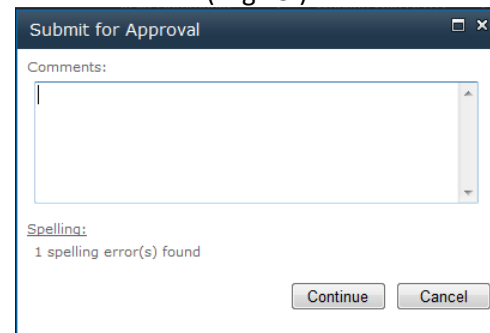
## Publishing A Page

Even though you've updated the text on a given page, the web page is still in draft mode. The changes made won't be visible to the Public until the page is "Published". Use the following steps to publish a web page:

- Click on the "Publish" tab.
- Click on "Submit" to start the work flow to publish the web page ( Fig 15 ).
- Enter a comment describing the change made. This lets the Owner know why the page was updated and what to look for to approve this content.
- Confirm the start of the work flow by clicking "Continue" ( Fig 16 ).



( Fig 15 )

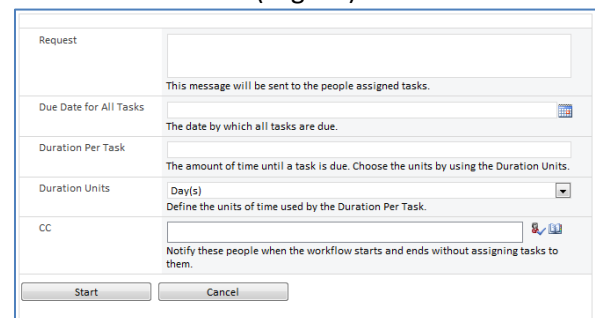


( Fig 16 )

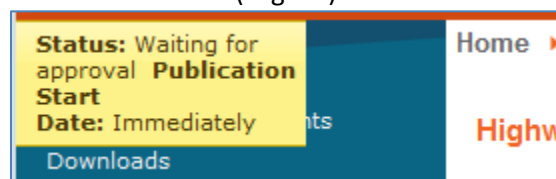
- When the work flow is started, an email is sent to the list of "Owners" to approve the update. Click "Start" to start the work flow ( Fig 17 ).

Note that until the page is approved, you'll see the yellow status box is updated to show that this page is pending approval ( Fig 18 ).

- When the Owner authorizes the update, then the yellow status box disappears and the web page updates are viewable to the public.



( Fig 17 )



( Fig 18 )

## If You Are An Owner:

Once the workflow has been started, publishing can be completed on the page or by email.

### *Publishing By Email:*

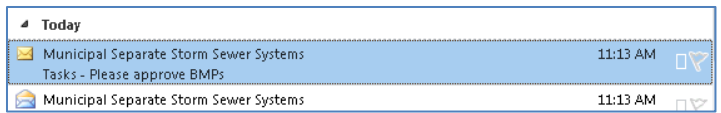
- Open the workflow email in MS-Outlook (Fig 19)
- Click on “Open this Task ..” (Fig 20)
- Click on “Approve” (Fig 21)

### *Publishing From The Page:*

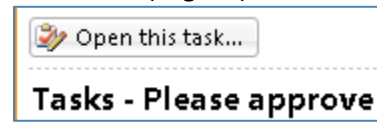
- Navigate to the page to be published. Note the yellow status box indicating that the page is awaiting approval (Fig 22).
- Click on the “Publish” tab.
- Click on “Approve” (Fig 23).

### What happens if I click “Reject” ?

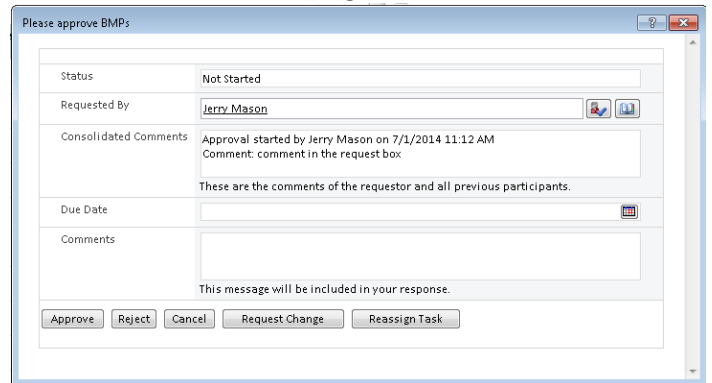
The changes to this page will not be made public. A dialog box will appear (Fig 24) to enable the Owner to document why the update was rejected. The changes to this page will remain in “Pending” mode until it is approved or cancelled.



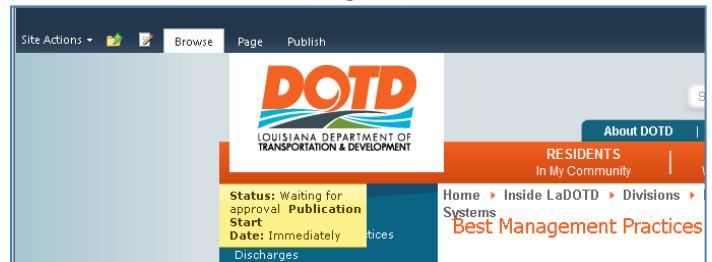
( Fig 19 )



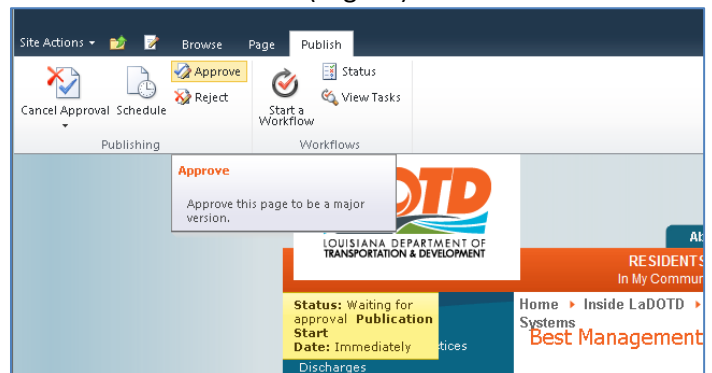
( Fig 20 )



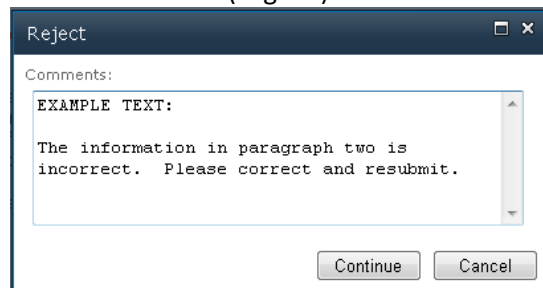
( Fig 21 )



( Fig 22 )



( Fig 23 )

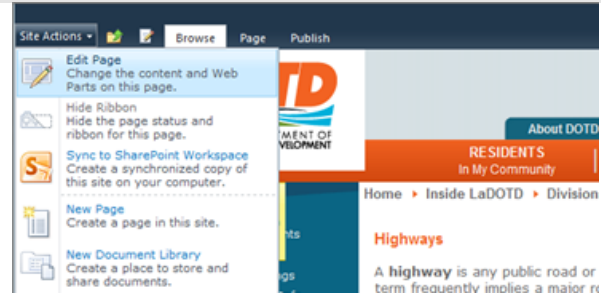


( Fig 24 )

## Updating An Existing Page

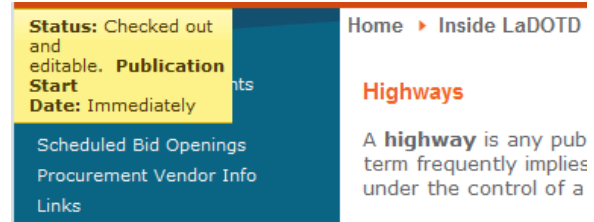
### Updating Text On A Page

- Navigate to the page to be updated.
- Ensure that you are “signed-in” to the external web site (see Section III. Sign-In)
- Click on “Site Actions” in the upper-left hand corner of the page and click on “Edit Page” ( Fig 25 ).



( Fig 25 )

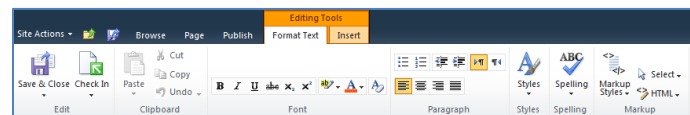
- The yellow status box should appear, indicating that the page is checked out for editing ( Fig 26 ).



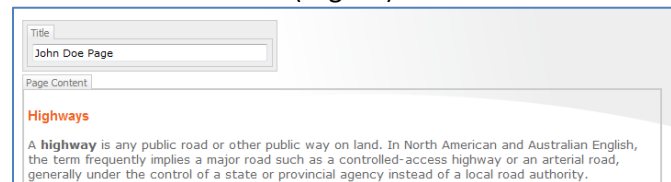
( Fig 26 )

**Note:** if someone else has the page checked out for editing, you may see a yellow box may indicating who has this page checked out or the screen will “flash” and nothing will appear to have changed. “View All Site Content” → “Pages” will indicate who has control of the page.

- Click on the “Content Area” of the page (Fig 1). When you do this, the ribbon should appear illustrating the available tools for updating the text (Fig 27) and the title of the page should also appear (Fig 28).

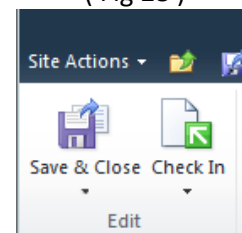


( Fig 27 )



( Fig 28 )

- At this point, you can edit the text as you would in an MS-Word document or email. When you are finished changing the text – click on “Save & Close” (Fig 29).
- **Tip:** If you make one or more mistakes and wish to start over, click on the triangle under “Check-In” and click on “Discard Check Out”.
- To make the changes viewable to the public, see “Publishing A Web Page”.



( Fig 29 )

## Updating A Document Library

Most of the documents on the DOTD web site are stored in various Document Libraries. A Document Library, like a folder in Windows Explorer, has a variety of tools for organizing documents on a web page for easy access and viewing.

### Adding A Single Document:

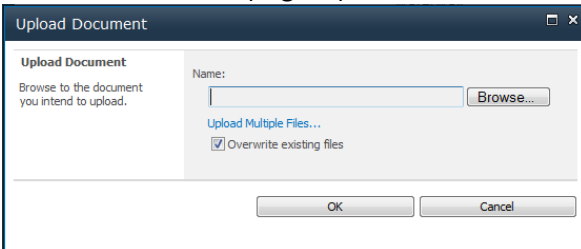
- Navigate to the page to be updated.
  - Ensure that you are “signed-in” to the external web site (see Section III. Sign-In)
  - Click on “Site Actions” and “Edit Page” (Fig 12).
  - At the bottom of the document library, the option “Add document” will appear (Fig 30).
  - Click on “Add document”
- 
- The “Upload Document” dialog box will appear as shown in Figure 31. Click on “browse” to locate the document to be added and click “open”.
  - Then click “ok”.
  - Some Document Libraries are set up to display additional information about a file, such as a title, description or effective date. If your Document Library is configured to display this information, then a screen similar to Figure 32 will appear. Note that SharePoint does not require this information to be keyed-in in order to upload a document.
  - Press “Save” when completed.



Type	Name	Modified	File Size
	Authorized_Dealer_Certification	12/12/2013 11:22 AM	27 KB
	DOA_Assignment_of_Contract_Form	12/12/2013 11:23 AM	51 KB
	DOA_Assignment_of_Proceeds_of_Contract_Form	12/12/2013 11:23 AM	83 KB
	DOA_Corporate_Name_Change_Agreement_Form	12/12/2013 11:23 AM	229 KB
	DOA_Multi-Location_Assignment_of_Contract_Form	12/12/2013 11:24 AM	528 KB
	DOTD_Assignment_Of_Contract_Form	12/12/2013 11:24 AM	9 KB
	DOTD_Assignment_of_Proceed_of_Contract_Form	12/12/2013 11:24 AM	9 KB
	DOTD_Corporate_Name-Change_Agreement	12/12/2013 11:24 AM	148 KB
	DOTD_Multi-Location_Assignment_of_Contract_Form	12/12/2013 11:25 AM	84 KB
	How_To_Do_Business_With	12/12/2013 11:25 AM	19 KB

[Add document](#)

( Fig 30 )



Upload Document

Upload Document  
Browse to the document you intend to upload.

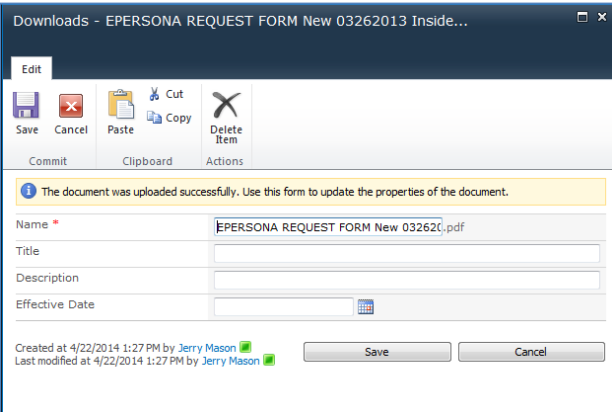
Name:  [Browse...](#)

[Upload Multiple Files...](#)

☒ Overwrite existing files

[OK](#) [Cancel](#)

( Fig 31 )



Downloads - EPERSONA REQUEST FORM New 03262013 Inside...

Edit

Save Cancel Paste Cut Copy Delete Item

Commit Clipboard Actions

**i** The document was uploaded successfully. Use this form to update the properties of the document.

Name \*

Title

Description

Effective Date

Created at 4/22/2014 1:27 PM by Jerry Mason

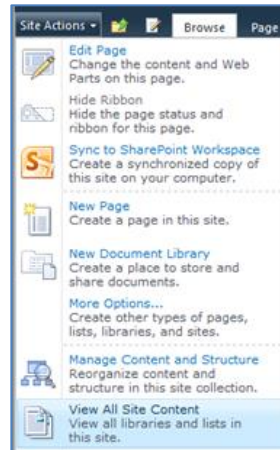
Last modified at 4/22/2014 1:27 PM by Jerry Mason

[Save](#) [Cancel](#)

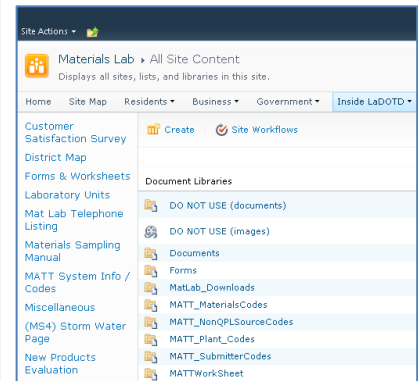
( Fig 32 )

## Adding Multiple Documents:

- Although you can add any number of documents to a Document Library one document at a time, this is cumbersome if you have a large number of documents to upload.
- To upload multiple documents, you must first navigate to the document library as follows:
- Click on “Site Actions” and “View All Site Content” ( Fig 33 ).
- The next page, shown in Figure 34, will display the available Document Libraries. Some sub-sites have several document libraries and you may have to scroll to the next page to find a particular Document Library. Click on the Document Library that you want to add in multiple documents.
- Under “Library Tools”, click on “Documents” ( Fig 35 ).

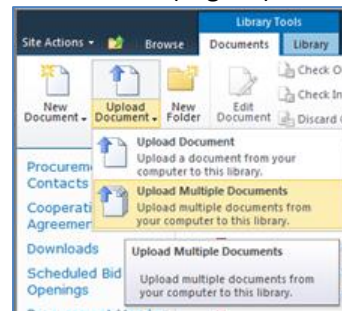


( Fig 33 )



( Fig 34 )

- Click on the upside-down triangle under “Upload Document” and click on “Upload Multiple Documents”. **Note:** if this option is grayed out – check the version of Internet Explorer that you are using. Windows 7 has both a 32-bit and 64-bit version of Internet Explorer ( Fig 36 ). Do not use the 64-bit version of Internet Explorer.

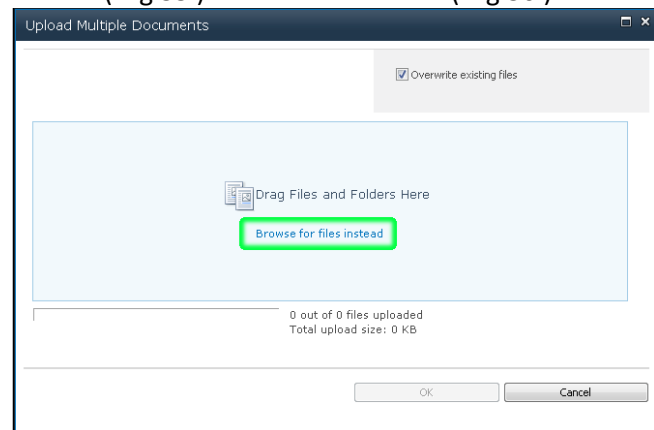


( Fig 35 )

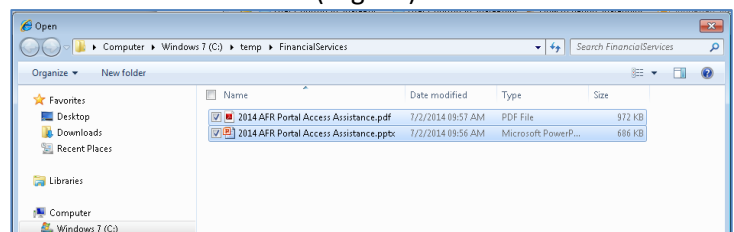


( Fig 36 )

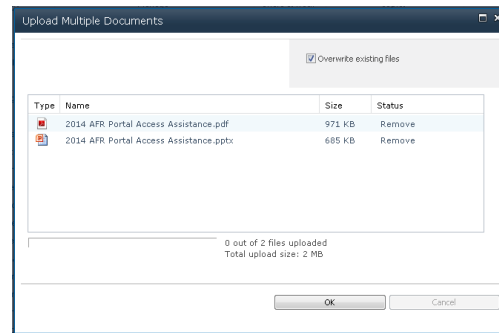
- A “Upload Multiple Documents” dialog box will appear. Click on “Browse for files instead” (Fig 37).
- A “Windows-Explorer” dialog box will appear to enable you to browse/select any files to upload (Fig 38). After highlighting the files to be uploaded, click “Open”.
- The selected files should appear in the “Upload Multiple Documents” window (Fig 39). Click “OK”.
- Once the system has uploaded all of the selected documents, click “Done”.
- The documents should now appear in the document library.



( Fig 37 )



( Fig 38 )

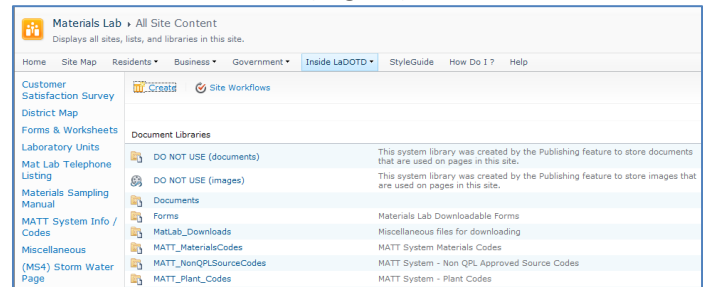


( Fig 39 )

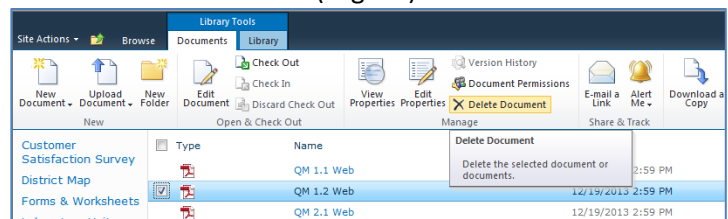
## Deleting A Document:

A document is not deleted from the web page where it is displayed, but, must be deleted from the Document Library where it is stored. To do this:

- Navigate to the page that is displaying the document.
- Ensure that you are “signed-in” to the external web site (see Section III. Sign-In).
- Click on “Site Actions” and “View All Site Content” (Fig 40). Under “Document Libraries” click on the Document Library where your document is stored.
- Click on the “Documents” tab (Fig 41). Click on the check-box next to the document to be deleted. Once you’ve clicked on the check-box, an option will appear (highlighted in Fig 41) to “Delete Document”.
- Click on “Delete Document”.



( Fig 40 )



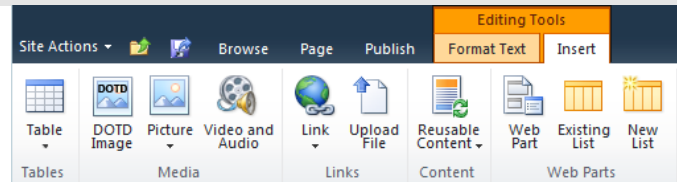
( Fig 41 )



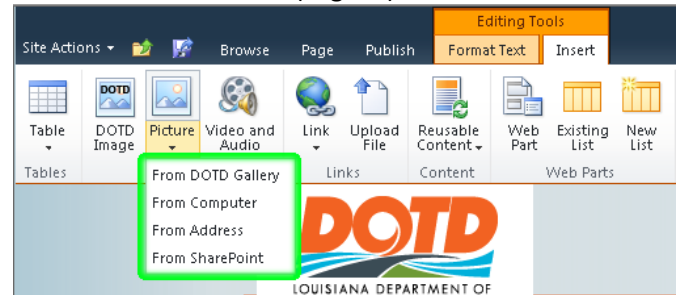
## Using Images On A Page

### Adding an Image To A Page:

- Navigate to the page to be edited, “Sign-In” (Section III), click on Site-Actions and click on “Edit Page” (Fig 25).
- Click in the Content Area of the page where you want to insert an image.
- On the ribbon, click “Insert” (Fig 42) and notice the options available in Figure 43:



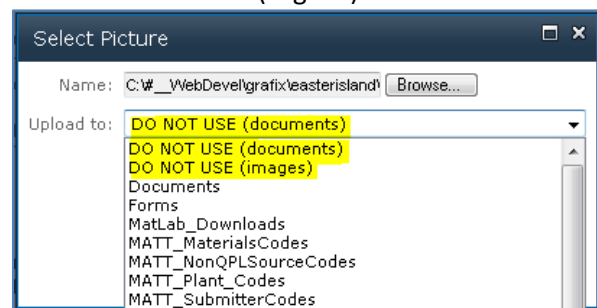
( Fig 42 )



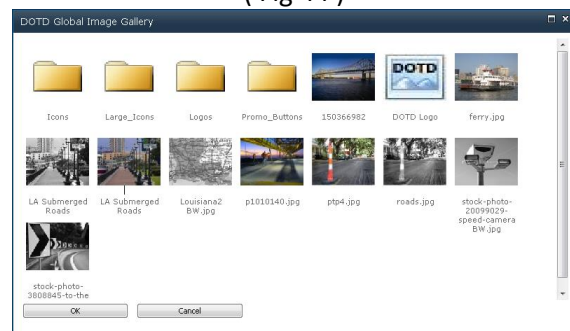
( Fig 43 )

Note: Images must first be uploaded to an image library before it can be inserted onto a web page. When selecting an image library, do not select any image library beginning with the text “DO NOT USE” (Fig 44).

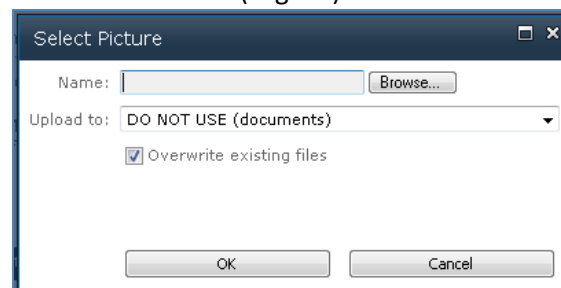
- From DOTD Gallery:
  - Selecting this option is the same as clicking on the “DOTD Image” icon (Fig 42). The DOTD Image library contains many of the images found on the web site.
  - The screen in Fig 45 will appear. After selecting an image, click “OK”.
- From Computer:
  - After selecting this option, the screen in Fig 46 will appear. Click on “Browse” to locate the file on your computer to be uploaded. Click on the “Upload to:” drop down to select the Image Library where the image is to be stored. Click “OK”.
  - After the image is uploaded, the screen in Fig 47 will appear. The message “The document was uploaded successfully...” should also appear on this window. Click “Save”.
- From Address:
  - This is a method of using an image that is stored on another server. **We do not recommend using this method.**



( Fig 44 )

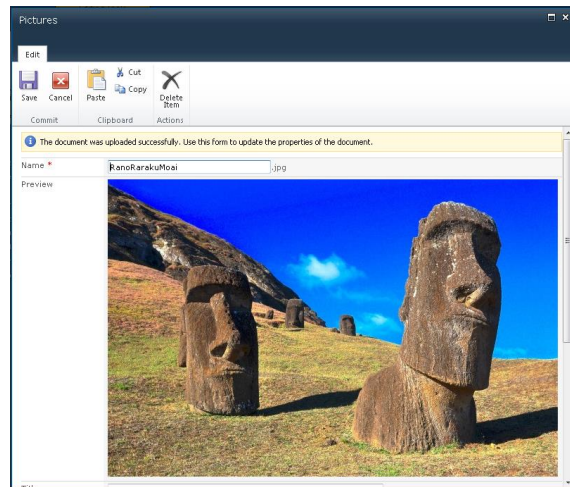


( Fig 45 )

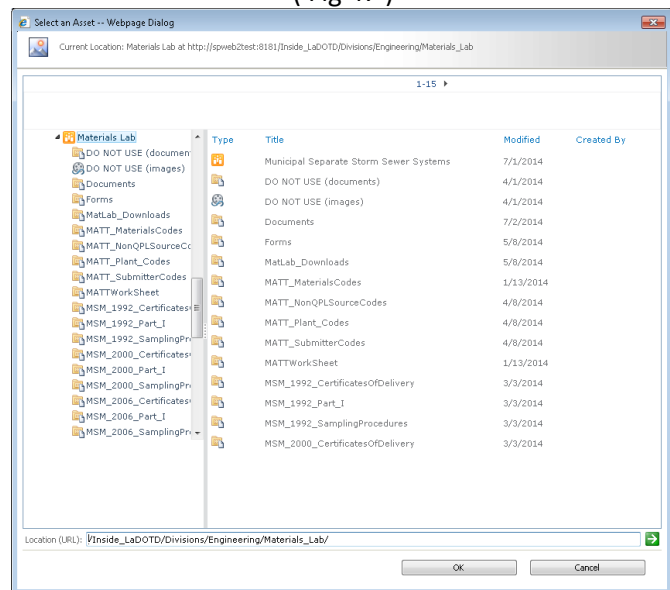


( Fig 46 )

- From SharePoint:
  - After selecting this option, a dialog box will appear listing the available document and image libraries (Fig 48). Peruse the libraries and select the image to be used on your web page and click “OK”.



( Fig 47 )



( Fig 48 )

- The image will appear on the area of the page that you selected earlier. Depending on the image that you selected, the picture may be too large for the content area. You'll need to resize the image. When you click on the image, a series of white squares will appear around the picture ( Fig 49 ). Left-click on one of the white squares on the corner of the image and drag to resize the image as needed.

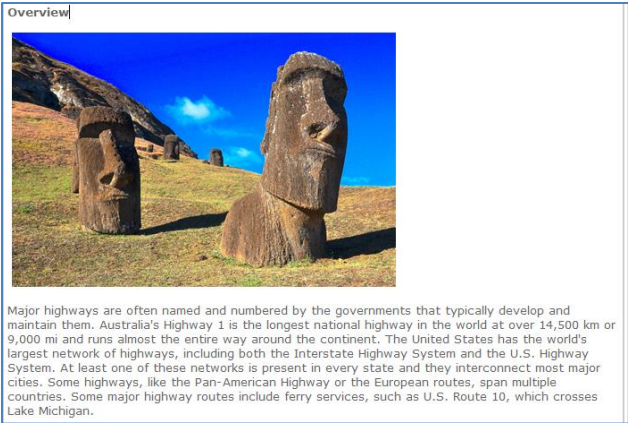


( Fig 49 )

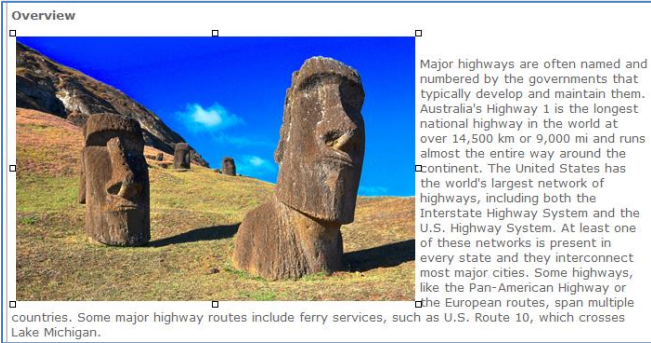
Formatting Text Around an Image:

After inserting an image onto a page, often the adjacent text on the page is pushed down the page (Fig 50). You can experiment with properties of the image to get the text on the page to flow around the image. To do this:

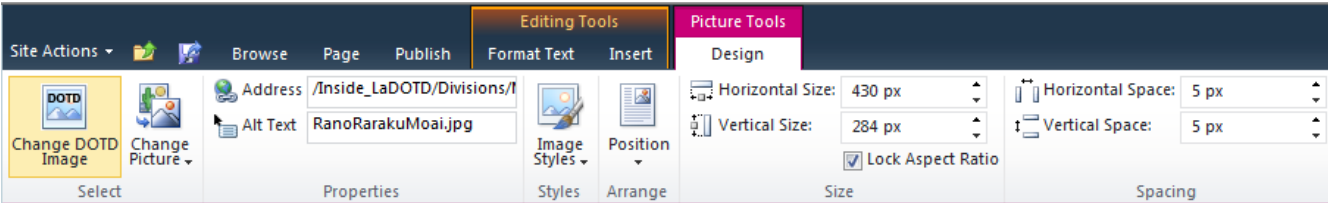
- Click on the image, ensuring that the white squares appear around the picture ( Fig 51 ).
- The “Picture Tools” options will now appear on the Ribbon at the top of the page ( Fig 52 ).
- Click on “Picture Tools” and click on “Position”.
- Choose one of the “Float” options and notice how the text flows around the image with each selection (Fig 53).
- Other options such as the “Horizontal” and “Vertical Space” control the amount of padding between the image and the surrounding text. The “Lock Aspect Ratio” checkbox, when checked, keeps the height and width of the image in proportion to each other when you are resizing the image.



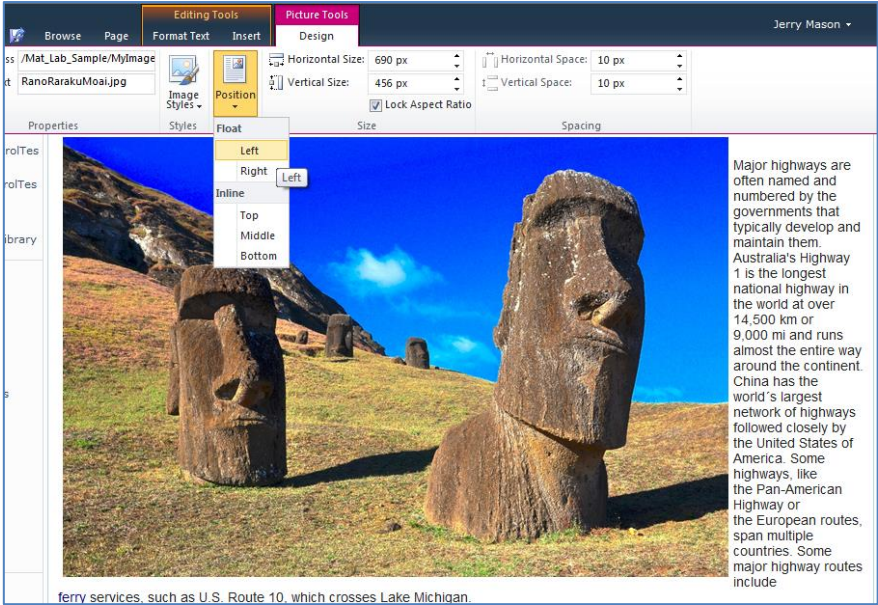
( Fig 50 )



( Fig 51 )



( Fig 52 )



( Fig 53 )



## VII. Tips and Tricks

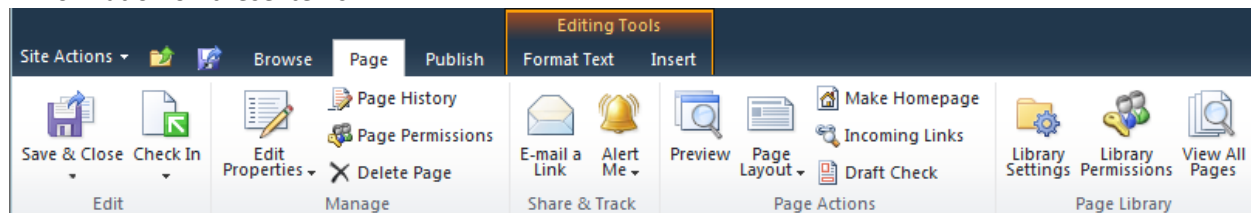
### Draft Check

Even after you've saved, published and approved a web page, some of the components may not appear. These items also have to be published. One way to check for items that need to be published is by using "Draft Check":

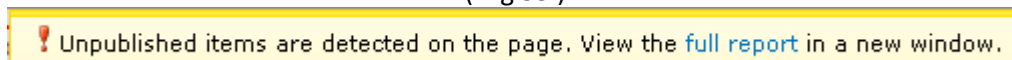
- Navigate to a web page and "Sign In" ( Section III ).
- Click on "Site Actions" and "Edit Page" ( Fig 25 ).
- Click on the "Page" tab ( Fig 55 ) and click on "Draft Check".
- If any unpublished items are found on the page, you'll see a yellow status message ( Fig 56 ). Additionally, you'll see a red-dotted-line around each unpublished item ( Fig 54 ).
- Depending on the component, the procedure varies for publishing these items. **Note** that not all items found using this technique actually need to be published. The "dotted red line" around a component merely indicates that the web site cannot validate its' location or other information. Please check with Public Information for more information on these items.



( Fig 54 )



( Fig 55 )



( Fig 56 )